

October 5, 2015

NOTICE OF CAREER OPPORTUNITY

STATE LIBRARIAN

The Supreme Court is seeking qualified applicants to fill the position of State Librarian effective January 1, 2016. Those interested should apply by sending a resume', including references, to Hubbard T. Saunders, IV, Court Administrator, Mississippi Supreme Court, P.O. Box 117, Jackson, MS 39205. Applicants may also e-mail the resume' to hsaunders@courts.ms.gov Salary will depend on qualifications and experience, and the applicants should expect that references will be checked and a background check will be conducted.

Applications must be received by November 2, 2015.

The Supreme Court and State Library are equal opportunity employers.

AUTHORITY TO FILL POSITION AND TERM OF OFFICE

The Supreme Court will nominate a candidate for this position which, under Art. 4, § 106 of the Mississippi Constitution, is chosen by the Legislature, on joint vote of the two houses, to serve four years. The holder of the position is eligible for reappointment at the end of his or her term.

CHARACTERISTICS OF WORK

This is professional legal research library administrative work with responsibility for applying professional library and management techniques to provide services and to direct and coordinate multiple phases of library services, such as Information Services.

Supervision is exercised over a staff of three. The incumbent has frequent contact with the public and with public officials, including but not limited to the justices and judges of the Supreme Court and Court of Appeals of Mississippi, the Attorney General and legislative and other executive branch officials.

The incumbent is responsible for evaluating, promoting, and expanding services to meet current and projected need of those using the State Library. The incumbent identifies, reviews, and analyzes ongoing technological developments and electronic resources to meet current and anticipated patron needs. Incumbent trains staff, patrons, and patron groups in the utilization of new electronic technology, in the application of standard library procedures.

The incumbent provides consulting services in the area of legal research. Duties include administration and supervision within established policies. The incumbent evaluates current services and investigates and recommends new services to meet patron needs. Incumbent assists with preparation of budget recommendations for areas of responsibility. Duties are performed under the general administration of the Court Administrator of the Supreme Court.

MINIMUM QUALIFICATIONS

The qualifications set out herein are deemed to be those necessary for successful performance in this position. However, if a candidate believes he or she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Supreme Court Administrator in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: A master's degree in library science from an American Library Association (ALA) accredited four-year college or university;

and

Experience: Five (5) years of experience as a librarian.

A law degree is desirable and may be considered as an offset to other deficiencies.

PHYSICAL REQUIREMENTS:

(These physical requirements are not exhaustive, and additional job related physical requirements may be added on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.)

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires visual acuity customarily associated with the performance of research, clerical and administrative tasks using printed material as well as electronically presented data.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is frequently required to sit for extended periods.

Special Requirement: Incumbent must have the ability to climb a step stool and rolling ladder and load, unload, and move a book truck.

COMPETENCIES, GENERALLY

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. These competencies include, but are not limited to, the following.

PUBLIC SECTOR COMPETENCIES

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Models and demonstrates high standards of integrity, trust, openness, and respect for others.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal. Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions. Seeks to understand and meet the needs and expectations of patrons. Treats patrons with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service.

Accountability: Accepts responsibility for actions and results. Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude. Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes..

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively. Receives other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES

Professional Maturity: Possesses the capacities and aptitudes which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner. Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Responds appropriately to supervision and administrative decisions. Is able to direct and supervise subordinates and to work under and with authority and accepts decisions.

Library Technology: Applies professional library procedures and practices to effectively perform duties of the job, including those specific to a major legal research library. Uses specialized software programs. Researches and borrows materials using automated library database and the Internet. Designs, maintains, and updates web pages. Utilizes presentation software such as Powerpoint, gives presentations, displays, and conducts workshops. Implements technological change and understands its impact on the organization. Must be skilled in use of online legal research systems.

Patron Relations: Possesses the ability and willingness to interact and communicate effectively with patrons.

Communication: Shares information in writing or verbally. Concisely and correctly answers questions and/or explains or conveys information to the public. Presents oral and written information internally or externally using proper grammar, punctuation, and content.

Library Advocacy: Communicates the importance of library services to the public. Communicates the value of library and information services to decision makers. Promotes literacy. Promotes services provided by the State Library.

Human Resource Leadership: Has a broad understanding of employment law and State and agency personnel policies; promotes the development of staff by providing the direction, support, and feedback needed to enable others to reach their full potential and meet organizational needs. Assesses current and future staffing needs based on organizational goals and budget realities; hires

highly qualified people, giving appropriate consideration to the agency's diversity needs. Establishes and communicates goals and standards through a dialogue that ensures understanding and commitment. Provides feedback and coaching. Confronts substandard performance as required. Evaluates performance against pre-established expectations.

Budgeting and Forecasting: Understands state government spending and purchasing regulations; develops recommendations and justification for budget enhancements or modifications. Takes necessary steps to maximize the utilization of financial and other agency resources in alignment with agency objectives and plans. Acts as a trustee of agency resources, ensuring legal compliance and cost-effectiveness.

Public Speaking: Effectively conveys information in a group setting. Leads tours of library by court staff and visitors. Presents workshops of four hours or one hour duration, with emphasis on technology resources.

MANAGEMENT COMPETENCIES

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Working Through Others: Supports, motivates, and is an advocate for staff. Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform.